



STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

April 3, 1997

To: State Agencies on Oahu
From: Procurement Officer
Subject: Change No. 7, Price List No. PL 92-39
Acoustical Panels and Related System Furniture on Oahu
IFB No. F-92-109-O

Subject price list is hereby extended from January 15, 1997
through July 15, 1997.

Purchase orders must be received by vendor no later than July 15, 1997.
Vendor is not obligated to accept any order received after the price list
expiration date.

ROBERT J. GOVERNS, CPPB
Procurement Officer

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

March 13, 1992

TO: All State Agencies on Oahu

FROM: State Comptroller

SUBJECT: Change No. 1 - ACOUSTICAL PANELS AND RELATED SYSTEM FURNITURE ON
OAHU
DAGS Price List No. 92-39 (Oahu)
January 15, 1992 to January 15, 1994

The following catalogs for the subject price list are attached:

1. Trendway/Space Management Systems/Trendcentre , 9/30/91
2. Haworth--Unigroup System, Book 2 , 11/90
3. Haworth--Places System, Book 1 , 11/90

Since catalog distribution is limited, a set of catalogs should only be provided to the purchasing agent of each department and/or division. If more sets are required, please forward a written request to the DAGS, Purchasing Branch office.

Departmental and/or divisional agencies interested in purchasing panels and related system furniture should contact the price list vendors to obtain catalogs for their own reference and files.

for RUSSEL S. NAGATA
 State Comptroller

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Price List No. PL 92-39 (Oahu)

ACOUSTICAL PANELS AND RELATED SYSTEM FURNITURE ON OAHU
January 15, 1994 to January 15, 1997

AGENCIES ARE ADVISED TO REVIEW THE CONTENTS HEREIN BEFORE PROCEEDING TO ORDER PANELS AND RELATED SYSTEM PRODUCTS FROM THIS PRICE LIST.

Orders for Acoustical Panels and Related System Furniture on Oahu shall be made with the following vendors:

<u>VENDOR CODE</u>	<u>VENDOR/DEALERSHIP</u>	<u>TELEPHONE</u>
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GROUP I - TRENDWAY SPACE MANAGEMENT SYSTEM/TRENDCENTRE

<u>ALL PAYMENTS TO VENDOR</u>	<u>VENDOR CODE</u>	
Trendway Corporation P. O. Box 9016 Holland, MI 49422-9016	229248-00	(616) 399-3900
<u>ALL PURCHASE ORDERS TO DEALERSHIP</u>		
Trendway Corporation c/o Office Concepts Hawaii, Inc. 1218 Kaumualii Street Honolulu, HI 96817		847-4081

GROUP II - HAWORTH UNIGROUP SYSTEM

<u>ALL PAYMENTS TO VENDOR</u>	<u>VENDOR CODE</u>	
Haworth, Inc. One Haworth Center Holland, MI 49423	229247-00	(616) 393-1178
<u>ALL PURCHASE ORDERS TO DEALERSHIPS</u>		
Haworth, Inc. c/o Senetics 430 Sumner Street Honolulu, HI 96817		531-9788
Haworth, Inc. c/o Hunters, Inc. 120 Mokauea Street Honolulu, HI 96817		841-8002

GROUP III - HAWORTH PLACES SYSTEM

<u>ALL PAYMENTS TO VENDOR</u>		
Haworth, Inc. One Haworth Center Holland, MI 49423		(616) 393-1178
<u>ALL PURCHASE ORDERS TO DEALERSHIPS</u>		
Haworth, Inc. c/o Senetics 430 Sumner Street Honolulu, HI 96817		531-9788
Haworth, Inc. c/o Hunters, Inc. 120 Mokauea Street Honolulu, HI 96817		841-8002

GROUP I - TRENDWAY SPACE MANAGEMENT SYSTEM/TRENDCENTRE

Discount.....Purchases under \$5,000 = 35%
Purchases \$5,000 - \$115,000 = 42%
Purchases over \$115,000 = 45%

Manufacturer's Published List Price Catalog/Schedule, dated September 30, 1991

Reconfiguration Services = up to \$55.00/hour to dismantle and reassemble existing system installation (Trendway products only).

Design/Floorplanning Services = up to \$55.00/hour to provide drawing of proposed floor/space design without product purchase. If product purchase procedures continue within six (6) months of last drawing completion and are based on the proposed drawing(s), then amount assessed for the floor/space design drawing(s) will be credited to the purchase amount.

Additional cost for each revised elevation + shop drawing in excess of the inclusive number allowed by contract = up to \$300.00 each (Refer to page 6)

GROUP II - HAWORTH UNIGROUP SYSTEM

Discount.....Purchases under \$5,000 = 40%
Purchases \$5,000 - \$115,000 = 66.72%
Purchases over \$115,000 = 66.72%

Manufacturer's Published List Price Catalog/Schedule, dated November, 1990

Reconfiguration Services = up to \$25.00/hour to dismantle and reassemble existing system installation (Haworth products only).

Design/Floorplanning Services = up to \$25.00/hour to provide drawing of proposed floor/space design without product purchase. If product purchase procedures continue within six (6) months of last drawing completion and are based on the proposed drawing(s), then amount assessed for the floor/space design drawing(s) will be credited to the purchase amount.

Additional cost for each revised elevation + shop drawing in excess of the inclusive number allowed by contract = up to \$90.00 each (Refer to page 6)

GROUP III - HAWORTH PLACES SYSTEM

Discount.....Purchases under \$5,000 = 40%
Purchases \$5,000 - \$115,000 = 66.72%
Purchases \$115,001 - \$375,000 = 66.72%
Purchases over \$375,000 = 66.72%

Manufacturer's Published List Price Catalog/Schedule, dated November, 1990

Reconfiguration Services = up to \$25.00/hour to dismantle and reassemble existing system installation (Haworth products only).

Design/Floorplanning Services = up to \$25.00/hour to provide drawing of proposed floor/space design without product purchase. If product purchase procedures continue within six (6) months of last drawing completion and are based on the proposed drawing(s), then amount assessed for the floor/space design drawing(s) will be credited to the purchase amount.

Additional cost for each revised elevation + shop drawing in excess of the inclusive number allowed by contract = up to \$90.00 each (Refer to page 6)

PRODUCT DESCRIPTION

- GROUP I:

Basic, well-constructed system furniture series, provides power options, standard wire, cable and communication raceways, and other standard system components.
- GROUP II:

Medium range system furniture series, well-constructed, provides, power options, wire, cable and communication raceways, and various system component options. Primary difference between GROUP I and GROUP II is the amount of additional color, trim and component options GROUP II offers, including wood veneer panel trims.
- GROUP III:

High range system furniture line or series, well-constructed, provides options equivalent to those offered in GROUP II and more. In this group paneling offered can be fabric, vinyl, laminate or wood veneer finished. System components including work surfaces, storage units, etc. can also be wood veneer finished. Color and trim options are extensive, and several wood finishes are provided.

PERCENTAGE DISCOUNT

Percentage discounts on product purchases include the following:

1.

Consulting, spaceplanning, design and drawing costs;
2.

For purchases of \$8,000 or more, design and drawing costs for reconfiguration of existing system installation, limited to vendor's system products and only those sections or areas directly affected by the purchase;
3.

Catalogs, brochures requested by agencies for information on system(s);
4.

From date of installation completion, five (5) working days to allow agencies to "settle" into the system environment before the State "accepts" installation.

Dealership doing installation shall provide services to make any minor non-structural adjustments to the system during this period (e.g. component height adjustments, switching of hanging pedestals or storage units within the project area, etc.);

5.

Delivery costs, applicable freight and shipping charges, F.O.B. Hawaii/installation site;
6.

Installation costs, including but not limited to anchoring and attaching panel and component units to existing permanent structures, if required, and complete performance and safety testing upon completion of installation;
7.

Removal of all packaging materials/boxes from the site after installation;
8.

Hawaii General Excise Tax, currently 4%.

RECONFIGURATION SERVICES

- a.

Reconfiguration services to dismantle and reassemble existing system installations shall be provided at the hourly rate indicated herein.

Reconfiguration services provided to State agencies shall only be for vendor's system products installed under this contract.

It shall be the agency's option whether or not to use the reconfiguration services offered herein. However, agencies are advised that warranties for existing system installations may be jeopardized if reconfiguration of installed systems are performed by non-factory trained personnel.

- b. In connection with reconfiguration services is design/floorplanning services resulting in drawing(s) being provided to a State agency but without any follow-up order for product purchase. In such instances, agencies shall be assessed the hourly rate indicated herein. However, if product purchase is made within six (6) months of drawing(s) completion and purchases are based on the proposed drawing(s), then amount assessed for the design and drawing services will be credited to the purchase amount.

DEALERSHIP SERVICES

Vendor's designated dealership(s) shall provide State agencies with the following services:

1. Consultation, design and spaceplanning services;
2. Warehousing/storage of system components and equipment for each project up to the agreed upon date of delivery for commencement of installation;
3. Delivery and installation;
4. Complete coordination of all work and services involved for each project--from initial contact and consultation with State agency to project installation, completion and acceptance, including but not limited to order placement, advisement for outside contract work in connection with system installation, coordinating of installation with other contract work involved, and coordinating and scheduling of delivery and installation with State agency;
5. Removal of all packaging materials/boxes from the site after installation;
6. Follow-up services to make minor non-structural adjustments to the installed system during the "settle-in" period after installation completion;
7. Respond and help to resolve any concerns the agencies may have regarding services and products provided, including any warranty work to repair and/or replace defective products and/or correct poor workmanship on the system installation.

PROCEDURES FOR PURCHASING SYSTEM FURNITURE

Component purchases to add on to existing system and not requiring design and floorplan drawings (e.g. storage units, shelves, pedestals, etc.) may be purchased directly from List Price Catalog.

System purchases requiring dealership's designing and floorplanning services should be handled as follows:

A. Groundwork

1. Officer-in-Charge

Prior to contacting vendor's dealership, the agency shall appoint one person to serve as the "Officer-in-Charge".

This person shall be responsible to work with the vendor/dealership on designing, planning and coordinating the product selections, purchases and installation of the project.

On behalf of the agency, this person shall have authority to make decisions and sign off on all documents pertaining to the project - e.g. acceptance of final floorplan, acceptance of products delivered, punchlist, etc.

The person selected should be capable of working with agency's personnel and coordinating the needs of the various sections/personnel involved.

2. Budget

Agency should establish some kind of budgetary amount within which to work. Agency may contact dealerships for brochures, list price catalogs, and other information on system products.

Dealerships can assist agencies in determining their budget for system furniture purchases based on cost figures for "typical" workstations.

Agencies which request detailed cost estimates requiring the production of design and floorplan drawings may be assessed for the services if no subsequent purchase order is made for the system product.

3. Project Completion Date

In estimating for delivery and completion of system installation, agencies are advised to consider the following:

- a. Estimated time for designing/spaceplanning services shall vary. It shall depend upon the size of the project and the amount of work involved for each agency to coordinate their needs. Generally, agencies should allow 4 to 8 weeks for this phase of the project.
- b. From the time the purchase order with the accepted and signed floorplan is received by the dealership and entered into the vendor's ordering system, it will take approximately 8 to 12 weeks for manufacturing and shipment to Hawaii.
- c. Upon receipt of products and depending on the size of the project, agencies should estimate approximately 1 to 2 weeks for installation.

B. Designing/Spaceplanning Services

1. Agencies shall contact vendor's dealership when ready to begin consultation and design and layout plans.

Dealership's design/spaceplanner should respond within seven (7) working days from date of agency's request.

Dealership should be able to provide agency with product List Price Catalog, brochures, fabric and color samples, etc. for agency to begin selection process.

2. Equipment Information - Agencies should inform dealership during the design and spaceplanning phase of exactly what kind of equipment agency will use within the system installation. This information will help to determine what site preparations must be done in order to accommodate agency's equipment needs.

3. Dealership shall provide each project's elevation and shop drawings as follows and at no additional cost to the State:

- a. Initial draft of system installation should be provided to the agency within 15 working days from date of initial meeting and consultation with agency's appointed "Officer-in-Charge".

Draft should be complete with walls, electrical outlets, and other structural and permanent fixtures within the subject area. Drawings shall reflect system elevation and wiring installations, if required for the project.

Drawings may also be sectioned by area installations if requested.

This initial draft presentation should also include the list of components to be purchased and the total project cost.

Dealership should also include with this initial draft a write-up of any site preparation work which must be done before system products can be installed.

- b. Revised drafts of system installation shall be provided at no additional cost, but only upon request from the agency's "Officer-in-Charge" and only in accordance with the following limitations:
- (1) No more than two (2) complete revisions of system installation for purchases under \$25,000;
 - (2) No more than three (3) complete revisions of system installation for purchases from \$25,000 to \$150,000;
 - (3) No more than five (5) complete revisions for purchases over \$150,000.

Response time for submittal of revisions after request is made by the agency's "Officer-in-Charge", including that which becomes the final floorplan drawing for installation, should not exceed ten (10) working days.

Agencies requesting floorplan revisions in excess of that allowed herein will be assessed a separate cost for each revised floorplan. Cost shall be assessed as indicated herein.

- c. Final floorplan of system installation before actual installation shall be submitted to the agency for approval and acceptance.

Agency's "Officer-in-Charge" must sign off on final plans and submit a signed purchase order to dealership before product order can be placed with the manufacturer.

Floorplan(s) which is/are finally approved should be complete, including but not limited to a list of components to be purchased and installed, unit price for each component, total project cost less applicable discount, estimated date for system installation, etc.

Also, written notification of any site preparation work to be done by the State before system furniture can be installed as floorplanned and designed should be submitted to the "Officer-in-Charge". Dealership may request that "Officer-in-Charge" signs acknowledgment of such notification.

Agencies are advised that once "Officer-in-Charge" has signed all necessary plans and documents and orders have been placed with the system manufacturer, changes to the order CANNOT be made.

- d. Final floorplan of actual system installation upon completion of the job. Any changes made to the floorplan during installation should be indicated on this final drawing.

3. Agencies are advised that once the dealership is instructed by the "Officer-in-Charge" to begin design and floorplanning work, services provided may be assessed an hourly rate if no subsequent purchase is made.

Generally, an agency shall be allowed 30 - 45 calendar days from the date of the last floorplan submitted to respond to dealership on project status.

If project is put on hold and/or canceled, dealership may choose to assess agency for services rendered.

Generally, service charges will be credited back to the agency if product purchase procedures are continued within a six-month period based on submitted plans. Since these situations are subject to interpretation, agencies are advised to get documentation from dealership on the terms for credit before deciding to cancel or put a project on hold.

4. For purchases of \$8,000 or more, design and drawing costs for reconfiguration of existing system installation should be provided to the agency at no additional cost, but limited to the following conditions:
 - a. Includes only those sections or areas directly affected by the additional purchase;
 - b. Excludes those sections or areas indirectly affected by the additional purchase or affected only through movement of previously purchased products displaced as a result of the additional purchase;

LIST PRICE CATALOG/SCHEDULE

The List Price Catalogs on this price list serve as guides and references of system manufacturers' available components, options, prices and fabric/color selections.

PREPARATION OF INSTALLATION SITE

It shall be the dealership's responsibility to furnish to the agency written notification of what must be done to the facility or provided by the agency in order for system products to be installed as designed and floorplanned. It shall also be dealership's responsibility to receive a signed acknowledgment of what must be done and/or provided by the agency before any product order is placed with the vendor.

It shall be the agencies' responsibility to prepare the installation site. On the agreed upon date for commencing installation, agency's site must be cleared and appropriately prepared as acknowledged by the "Officer-in-Charge".

1. Area for installation should be cleared. Agencies should not expect dealerships to move furnishings, equipment, boxes, files, papers, etc. in order to install system products.
2. Agencies shall provide a licensed electrician to handle all electrical work, including but not limited to electrical wiring of agency's facility to and at the installation site and the power hook-up between panels and to the facility's power source.
3. Agencies shall be responsible for any construction or structural work which must be done to the existing facility and its fixtures in order for the system to be installed as drawn.
4. Agencies shall be responsible for any telecommunication work to and at the installation site.

DELIVERY AND INSTALLATION

A. Delivery

1. Vendor has 100 calendar days from date of the approved design floorplans, site work preparation acknowledgment, receipt of color selections, or signed purchase order from agency, whichever is later, to deliver and install system products purchased.

Depending on the size of the job, agencies may choose to be more flexible with the delivery and installation time.
2. Dealership shall contact agency at least one week prior to commencement of system delivery and installation for specific instructions.
3. Upon delivery to installation site and before commencing installation, the "Officer-in-Charge" and the dealership's coordinator should physically inventory the delivered items in order to account for each piece listed on the shipping document. Agency will be invoiced for the items listed on the shipping document.

Discrepancies between the physical inventory and the shipping document should be noted on the document and initialed by the dealership's coordinator.

4. System products shall be warehoused by the dealership until the date of delivery and installation.

If delivery and installation date is delayed, the agency may be assessed warehousing and storage charges. Agencies should contact the dealerships for the cost to warehouse and store products beyond the delivery date.

5. If vendor is unable to deliver system products as ordered, it shall be the vendor's responsibility to obtain prior approval of the agency to deliver an acceptable substitute.

B. Installation

1. System products shall be installed as detailed in approved floorplan.
2. Any changes made to the floorplan during installation must be made by the "Officer-in-Charge" to the dealership's coordinator.
3. Within a period of five (5) working days from date of installation completion, the agency may request that minor non-structural adjustments be made to the installed products - e.g. component height adjustments, switching hanging pedestals or storage units within the installation site, etc.
4. Upon completion, "Officer-in-Charge" and dealership's coordinator shall inspect the installation, including but not limited to testing that all final connections, electrical outlets, and wire management components and raceways work properly and are safe for usage.

At this inspection, "Officer-in-Charge" should indicate to dealership's coordinator those product items and/or installation workmanship which need fixing, repairing, replacing, touch-up work, etc.

A copy of these concerns should be left with the "Officer-in-Charge". Dealership shall be responsible to correct the concerns listed before "Officer-in-Charge" signs acceptance.

INVOICE AND PAYMENT

1. Delivery receipt(s) and/or job order document showing agency's purchase order number, DAGS Price List No. 92-39, signed and dated by "Officer-in-Charge" or his authorized personnel, and an original plus three (3) copies of invoice shall be forwarded to the agency.
2. Agencies are advised that vendor may submit invoice for partial payment.

Conditions for partial payment request will vary, so agencies are advised to discuss the matter with vendor's dealership before issuing purchase order for vendor to proceed with job.
3. Vendor may submit request for partial payment when "substantial" completion of the job is made. "Substantial" completion of the job means that installation is functional and only minor or "punchlist" corrections must be made before "Officer-in-Charge" will sign job acceptance.
4. Agencies are advised to consider the following when determining the percentage of payment for partial payment request:
 - a. No payment should be made unless product has actually been delivered and can be accounted for at the dealership's warehousing facility;
 - b. Since product cost includes delivery and installation, percentage payment should consider both the products delivered and the actual installation work performed;

- c. Partial payment for "substantial" completion of job may be 80% - 90% depending on the number of "corrections" which must be done before acceptance.

LIQUIDATED DAMAGES

In the event that vendor does not deliver and install system products within the time allowed, liquidated damages shall apply. Liquidated damages per calendar day shall be assessed for each day the vendor delays in the "substantial" completion of the job. Liquidated damages shall be assessed as follows:

<u>Purchase Amount</u>	<u>Liquidated Damage Assessment</u>
\$100,000 or less	\$50.00 per day
Over \$100,000	\$100.00 per day

WARRANTY

For Groups I and II, system furniture products furnished and installed under this contract have a 5-year warranty period from date of acceptance.

For Group III, system furniture products furnished and installed under this contract have a 10-year warranty period from date of acceptance.

Warranty provided shall be against defects resulting from the use of defective or inferior materials or from negligent workmanship, including installation workmanship; or against all design and manufacturing defects.

During the warranty period, vendor's dealership shall replace or repair any defective and/or negligent workmanship, including installation workmanship, and/or material at no cost to the State including but not limited to parts, labor and all travel cost, provided such defects are not due to normal "wear-and-tear", abuse or negligence on the part of the State.

Warranties for system product(s) purchased under this contract may be jeopardized if installation of product(s) is done by non-factory trained personnel. Similarly, warranties for system products purchased and installed under this contract may be jeopardized if reconfiguring installed products is done by non-factory trained personnel.

COMMITMENT TO PURCHASE

All agencies of the Executive Branch are reminded that the Governor's Budget Execution Policy has mandated that they purchase from price lists issued by Central Purchasing. In addition, the Judiciary, the Department of Education, and the University of Hawaii have committed their agencies to purchase from this price list.

EXCEPTION TO PRICE LIST

When quality level or product design is not suited to an agency's purposes, exception may be granted to the agency by the Comptroller. To obtain an exception, agencies must submit a request, IN WRITING, together with justification for the exception.

QUESTIONS AND COMPLAINTS

Questions to this price list may be directed to Mrs. Sharon Koga of the DAGS Purchasing Branch, telephone 586-0568.

Complaints should be made in writing and routed to the Purchasing Branch. The written information should include the reason for complaint (e.g. delivery, customer service, quality, etc.) and the agency's purchase order number, date of purchase order, and details or circumstances leading to the complaint.

	for	<div>RUSSEL S. NAGATA State Comptroller</div>
Hawaii General Excise Tax <u>is included</u>	-9-	Price List No. PL 92-39 1/15/92 to 1/15/94